

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 16 October 02
Meeting Time: 0900~1200 **Meeting Place:** Kaizen No Yochi

People Present: DRE, DOICC, C10, LCDR Gersh, C130 (Recorder/ Facilitators)

Decision Made, Actions Planned, Tasks to be Done	Person Responsible
Redo Goal 3	LCDR Quattlebaum
Modify milestones and action takers of the goal 4, 5 and 6	Ms. Bowie

1. Review Finalized Tactics Goal 3:

LCDR Quattlebaum is going to redo the goal 3, and sent the file to the team member so they can review the action items.

2. Metrics Type Organization Reference:

CAPT Orndoff introduced his reference of the metrics type organization. If other members are interested, please ask him.

3. Review Finalized Tactics of Each of the Goal Sorted by Action Code and Milestones:

Members reviewed and modified the milestones and action takers. In addition, members agreed to push following action items out to FY04

- Goal 5: Develop methods to analyze the effectiveness and efficiency of each business line.
- Tactic 3.3.2.3: Working with the POCs, APWO Yoko shall clarify who is responsible for maintaining/ updating ISSAs/ RISSAs and which organizations should be covered by ISSAs or RISSAs.
- Objective 6.4: DRE will utilize CNFJ priorities to influence non-region RMS (Resource Management System) spending (e.g. NAF, NEX, non-Navy tenants, etc.)

4. Roundtable:

BM- Gave D/H FY 02 Financial Execution Overview and looked ahead FY03.

- There will be \$1.5 M MRP reduction.

XO- For assessment of Maintenance Business Line, will visit Atsugi and Sasebo spending next couple of weeks.

DOICC- Working with PACDIV to come up with a plan on SPS installation.

RPAO- Real Property Data Call to PACDIV met the deadline except for a couple of errors that they found and needed to be fixed.

DRE- Will get his recommendation to CAPT Orndoff by the end of 17 Oct.

RE- Will complete foreword by 16 Oct.

5. Next meeting will be held on 23 Oct, at 1000 at Kaizen No Yochi Conference Room.